



Office of Human Resources Health and Well-Being Division

Health Insurance Benefits at Retirement Registration Instructions

There are 3 Retirement classes that an **ERS (Pension)** plan employee must attend in order to retire from the County, and there are 2 Retirement classes that an **RSP, GRIP** or **MD State** plan employee must attend in order to retire from the County. These classes are offered monthly.

ERS (3) - Retirement Plan Codes A, E, F, G, H, J

1. ERS Retirement Planning for Retirement Class - Groups A, E, F, G, H, J
2. Health Insurance Planning for Retirement Class
3. Enrolling in Health Insurance Benefits at Retirement Class**

RSP, GRIP, MD State (2) - Retirement Plan Codes RN, RM, RC, RP, CN, CM, T

1. Health Insurance Planning for Retirement Class
2. Enrolling in Health Insurance Benefits at Retirement Class**

****NOTE:** A health insurance packet will be mailed to your home address prior to the class date.

SPACE IS LIMITED! YOU MUST REGISTER TO ATTEND A CLASS!

To register via the ePortal: <https://ex01.montgomerycountymd.gov>

1. Select **Employee Self Service (ESS)**.
2. Select **Go to Employee Self Service**.
3. Select **MCG HR Employee Self-Service**.
4. Scroll down to **Learner Access: Learning** and click on **Learner Home**.
5. In the Search bar enter "**Health Insurance**".
6. Locate the desired class, then Click the icon (yellow envelope) below the **Enroll** field.
7. Review the enrollment details, then click the "**Apply**" button.

Class Location: Virtual, MS Teams **Class Time:** 11:00am to 1:00pm

To Attend: Click the purple "**Join**" link sent to your Outlook calendar to join the meeting. Or, you may dial the phone number in your calendar invite to join the meeting. If you need assistance with downloading Microsoft Teams on your cell phone, mobile device, or computer, please contact the Help Desk at (240) 777-2828.

If you need assistance with the registration process, please contact the OHR Training Team at (240) 777-5116.



2023 Health Insurance Planning for Retirement and Enrolling in Health Insurance Benefits at Retirement Monthly Class Schedule

Health Insurance Planning for Retirement Class - This class provides information on group health and life insurance election options at retirement. Topics covered include: Retiree Term Life Insurance, Cost Sharing Arrangements, Survivor Benefits, Social Security and Medicare. **You may bring a guest.**

2023 Health Insurance Planning for Retirement Class Dates

Jan. 18 th	May. 17 th	Sep. 20 th
Feb. 15 th	Jun. 21 st	Oct. 18 th
Mar. 15 th	Jul. 19 th	Nov. 15 th
Apr. 19 th	Aug. 16 th	Dec. 20 th

Enrolling in Health Insurance Benefits at Retirement Class – In this class you will complete all required group health insurance forms to elect insurance coverage for you and any eligible dependents at retirement. This class is required for all employees who are ready to retire on the date that coincides with the class date.

Required Documents - A legible photocopy of your birth certificate or U.S. Passport, your State issued marriage certificate, as well as a birth certificate for each eligible dependent child.

2023 Enrolling in Health Insurance Benefits at Retirement Class

(Prerequisite: Health Insurance Planning for Retirement Class)

If Your Retirement Date Is...

Your Class Date Is...

January 1, 2023	November 2, 2022
February 1, 2023	December 7, 2022
March 1, 2023	January 4, 2023
April 1, 2023	February 1, 2023
May 1, 2023	March 1, 2023
June 1, 2023	April 5, 2023
July 1, 2023	May 3, 2023
August 1, 2023	June 7, 2023
September 1, 2023	July 5, 2023
October 1, 2023	August 2, 2023
November 1, 2023	September 6, 2023
December 1, 2023	October 4, 2023
January 1, 2024	November 1, 2023
February 1, 2024	December 6, 2023